

Professional Development Grant Reimbursement Request and Final Report

NOTE: All reimbursements must be paid to the school district, not to an individual.

A. Applicant

Applicant Name: _____

Applicant Email: _____

School District Name: _____

B. Meals

You will receive a flat \$45 in per Diem for the first and last travel days. You will receive \$60 in per Diem for each day of the event. If the event registration included meals, we will need to remove each included meal from the per Diem amount based on the State meal allocation figures. The State of Alaska pays these rates regardless of meal allowance paid by applicant's employer.

Indicate number of meals that were included with the event registration:

Breakfast (\$12 of per Diem is allocated for breakfast) _____

Lunch (\$16 of per Diem is allocated for lunch) _____

Dinner (\$32 of per Diem is allocated for dinner) _____

You may calculate your own per Diem and enter it into the table, or leave the cell blank and let us do the calculation. ☺

Do NOT include Breakfast included through your hotel and not part of registration.

C. Reimbursement Request

Please include all costs even if above the \$1250 reimbursable limit. It helps us show "matching funds" to IMLS. Details of allowable (and not allowable) expenses can be found in the Professional Development (PD) Grant Guidelines at <https://library.alaska.gov/documents/grants/pd/PD-Guidelines.pdf>

Expense	Amount
Registration Costs – Include a copy of receipt(s) for registration.	
Travel Costs – Include a copy of receipts for air and/or ferry travel.	
Mileage – If you drove and are more than 50 miles from the event, multiply miles by \$.58	
Ground Transportation – Include receipts for taxi, shuttles, or parking. No tips allowed.	
Lodging – Include a copy of receipt(s) for lodging.	
Meals - Receipts are NOT necessary! Leave blank and we will calculate based on B. Meals	
Other expenses – Include luggage, approved supplies, etc. and detail below.	
TOTAL	

Do you have additional information or details of expenses? Include additional pages if necessary.

D. Final Report

• 1. Outcome-Based Evaluation Questions (OBE)

I **learned** something by participating in this library activity. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

I am **confident** about using what I have learned. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

I am likely to **apply** what I have learned. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

Applying what I learned will help **improve** library services to the students. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

• 2. Skills and Knowledge Gained

Did you attend any conference sessions that enhanced your personal skills or increased your knowledge on the library topics listed below (Check all that apply):

Your Personal Skills:

- Using critical thinking
- Solving problems
- Being innovative
- Communicating clearly
- Collaborating with others
- Information literacy
- Media literacy
- Digital literacy
- Being flexible
- Adapting to change
- Goal setting
- Self-directed learning
- Social skills
- Cross-cultural skills
- Productivity
- Being accountable
- Leadership
- Being responsible
- Other personal skill

Services to People Who Have Difficulty Using Libraries:

- Bookmobiles
- Outreach services
- Non-English Speakers
- Nursing homes and other institutions
- Services to people with disabilities
- Talking book services
- Other underserved

Library Technology and Connectivity Services:

- Automating
- Community information centers
- Computer hardware or software
- Digitizing library collections
- GIS
- Interlibrary loan
- Internet skills
- Negotiating licenses
- Networking computers
- Retrospective conversion
- Videoconferencing equipment
- Other technology

Services for Lifelong Learning:

- 24-7 Online reference
- After school programs
- Babies and books
- Computer literacy training
- English as a 2nd language
- Homework help services
- Program development
- Literacy
- Online education
- Summer reading programs
- Other lifelong learning

• 3. Scope & Impact

If you attended a conference with multiple sessions, please list the titles of the sessions you actually attended. Include additional pages if necessary.

Describe two changes or improvements you plan to make to operations at your library based on what you learned at this professional development event. How will these changes or improvements impact the people who use your library? Please be specific. Include additional pages if necessary.

- **4. Puffin**

PD grant recipients are required to write a short (up to 250 words) Puffin article about their professional development event attendance, sharing what they learned with other Alaska school librarians.

Email your Puffin article directly to Karina Reyes at karina.reyes@juneauschools.org

E. Signature

By signing this form

I certify that I have or am in the process of writing and sending my Puffin article and that all information submitted is correct and factual to the best of my knowledge.

Date: _____

Signature: _____

*Please send this form with a signature and receipts via scan/email to Tracy.Swaim@Alaska.Gov or
Via mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811-0571*